UNITED
NATIONS

ST

Secretariat

ST/IC/1994/13
14 March 1994

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: RETURN OF UNITED NATIONS DOCUMENTS AND PUBLICATIONS

1. As part of the continuing efforts to reduce the costs of documents processing and to avoid excessive print runs, staff members who receive copies of United Nations documents or publications through official distribution are requested to review their requirements in order to identify possible reductions. Revised requests should be submitted in writing to the Chief, Distribution Section, Office of Conference Services, Department of Administration and Management (room NL-314).

2. The Distribution Section does not have the staff and other resources needed to restore and to stock copies of documents that are now being returned. Therefore, documents that are no longer required should be placed in the paper recycling bins, in accordance with the provisions of paragraph 4 of information circular ST/IC/1992/76 of 20 November 1992.

3. Excess copies of United Nations publications should, however, continue to be returned to the Distribution Section (room NL-310), as publications are printed in relatively small quantities and have a longer period of usefulness. While returned publications may not be suitable for external distribution or sale, they may still be of use within the Secretariat.

94-12858 (E) 150394 18/03/94